

## MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: Friday Update

DATE: January 19, 2018

### **Beeper**

The City Manager will be on KNND's Beeper Show on Monday from 9:00 to 10:00 am.

### **City / County Managers' Meeting**

The City and County managers from throughout Lane County met on Thursday in Dunes City. The managers talked about issues facing local communities. The managers discussed the roles of the League of Cities, Lane Council of Governments, Local Government Personnel Institute and City/County Insurance and how the functions could be coordinated to avoid overlap or gaps in assistance or service provided. They also discussed Building Inspection Services and programs, upcoming legislative issues and public meeting procedures.

### **Behavior and Activities in Public Buildings**

This week the City Manager issued an administrative policy to address a variety of issues that have arisen regarding behaviors in or uses of public buildings. The policy establishes a Citizen Code of Conduct for those using City buildings. The purpose of the Citizen Code of Conduct is to maintain a safe and pleasant environment for all users of City buildings – including the Cottage Grove City Hall, Library/Community Center, Middlefield Golf Course Pro-shop and Cottage Grove Armory. It also ensures the access for all citizens to City facilities, the safety of all users and staff, and the protection of the materials, resources, equipment and facilities. The policy has been posted in the buildings. Anyone with questions about the policy should contact the City Manager.

### **Wastewater Treatment Plant**

This past week the Public Works & Development Department received a Final Order from DEQ issuing a fine for a permit violation at the Wastewater Treatment Plant on May 24, 2017. The City's DEQ discharge permit calls for the Coliform level to be 23 micro-organisms or less per 100 mls. On May 24<sup>th</sup> the level of Coliform was at 30 micro-organisms. The test for Coliform takes 24 hours to receive the results. In most cases, the effluent is sent to the ponds at the golf course for irrigation the same day as the test is taken. The City takes samples of the Row River monthly. The sample for May showed the Coliform level at 308 micro-organisms per 100 mls. The river water had more than 10 times the level of Coliform than the treated effluent. At times throughout the year, we irrigate directly from the Row River. The water from the Wastewater Treatment plant is cleaner than the Row River. The City is working with West Yost to design a retaining pond that will allow the treated effluent to be stored several days before using it for irrigation. This way if

there is a failed Coliform test, the effluent can be retreated before using ensuring the effluent meets the DEQ permit requirements.

### **Building Official Certification**

This week the Public Works & Development Director, Faye Stewart, attended training in Salem at the Building Codes Division Office for Building Official Certification. The class was eight hours per day for two days. At the conclusion of the class, the Director received the Building Official Certification.

### **Administrative Aide Position**

The Public Works & Development Department received 36 applications for the vacant Administrative Aide position at the Public Works Shop. Staff scored the applications and invited the top 22 applicants to take a skills test at the Lane Community College Campus on River Road. Next week we will start interviews in hopes to fill the position as soon as possible.

### **Sewer Line Repairs**

The past two weeks the Utilities Crew has been busy making sewer line repairs. They successfully repaired a line on Bryant Street between O and P Streets, and a line at the corner of Adams and 7th Street. Both of the repairs involved street closures. As future utility projects are scheduled for repair that impact the City's transportation system, the project will be described on the Construction Corner page on the City's website. If you are interested in receiving an email update, please go the Construction Corner site and subscribe to the updates.

### **Job Openings**

Anyone looking to start a career or make a career change, the City has two entree level job openings. One is at the Water Treatment Plant and the other is at the Wastewater Treatment Plant. Both of the positions are for Operators-in-Training. These are excellent full time positions with benefits. If interested go to [cottagegove.org](http://cottagegove.org) and fill out the job application. Applications will be accepted until 4:00 pm on Friday, January 26<sup>th</sup>.

### **Gateway and Row River Road Projects**

Both the street repair project at Gateway near the Vintage Inn, and the Pedestrian Crosswalk on Row River Road near Arby's, have started construction. Both projects are on schedule for their completion date. Please go to the Construction Corner site for weekly updates of the construction progress.

### **STEAM Fun at the Library**

An adventuresome group of youth joined us at the Cottage Grove Public Library for our monthly STEAM (Science, Technology, Engineering, Art, Math) event this week. This interactive workshop for kids, youth, tweens and teens focused on engineering, and a bit of art, as participants created AMAZING creations out of toothpicks. Thanks everyone for participating in another amazing STEAM event at the Cottage Grove Public Library.

### **Library Teen Advisory Board**

The Cottage Grove Public Library Teen Advisory Board meets Thursday, January 18<sup>th</sup> at 4:30 pm. All teens are welcome to participate in this group that helps design and shape the future of the Public Library.

### **Travelogue Series at the Library**

The Cottage Grove Public Library is about to launch a series of "Travelogue" evening events. On January 29<sup>th</sup> at 6:00 pm, library patrons will share their travel adventures in Latin America with the group. Everyone is welcome for some food, fun and conversation.

### *Quote of the Week*

*"In every day, there are 1,440 minutes. That means we have 1,440 daily opportunities to make a positive impact."*

*~Les Brown~*